

**15 MAY 2001**



**Personnel**

**AIRMAN LEADERSHIP SCHOOL ELIGIBILITY  
AND ATTENDANCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements AFD 36-23, *Military Education*. It establishes policies and procedures for Airman Leadership School (ALS) staff and units serviced by Travis' ALS. It identifies responsibilities of the ALS and units in the areas of member eligibility, selection, scheduling and attendance. Some sections require the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is Title 10, USC, Section 8012.

**1. Eligibility:**

1.1. Eligibility is determined in accordance with Education and Training Course Announcements (ETCA) located on the World Wide Web at <http://hq2af.keesler.af.mil/etca.htm> (The current course identification number is ZZ41007) and message dated 07 Aug 2000 from USAF/DPDEE.

1.1.1. All SrA with 48 months or more Time in Service (TIS).

1.1.2. All SrA who have re-enlisted (without regards to TIS).

1.1.3. All SSgt Selects (without regard to TIS).

**1.2. Entry Prerequisites:**

1.2.1. Not be on a control roster, under investigation, or charged with an offense punishable under UCMJ.

1.2.2. Be within weight/body fat standards of AFI 40-502, *The Weight Management and Body Fat Program*.

1.2.3. Have or acquire at least 12 months retainability as of class graduation date (Eligibles will be scheduled without regard to retainability, however, they must get retainability, before class start date). **Note:** AF/DPDEE will consider retainability waivers on SRB eligibles who would lose monies for extension or reenlistment early and those SSgt selects who certify they are entering the Air National Guard or Air Reserves upon separation.

1.2.4. Be in compliance with current ETCA guidance and local procedures for medical profile cases.

1.2.5. Be recommended by unit commander.

### 1.3. Once Selected Attendance Is Mandatory:

1.3.1. An airman meeting all eligibility and entry prerequisites is “Selected” and their attendance is mandatory following unit commander recommendation. **Note:** While commanders are the final step in meeting entry prerequisites, they do not set scheduling priorities (See paragraph 1.3.3.). When a commander nonrecommends attendance for mission requirements, the next eligible SrA will be selected and the deferred airman rescheduled as soon as possible. When a commander non-recommends for quality force indicators, the member will be rescheduled as soon as quality force indicators permit. A unit quota system for scheduling ALS slots will not be used.

1.3.2. Scheduling priorities are as follows: SSgt selects, Airman PCSing to locations without ALS and all others by Date of Rank (DOR) then Total Active Federal Military Service Date (TAF-MSD).

1.3.3. The ALS registrar will send class rosters, stratified by unit, to those units with identified eligibles not later than 60 days prior to class start. Units have 10 calendar days to reply with member’s status. **NOTE:** A unit not replying renders their member selected. Replies must fall within one of the following **three options**.

1.3.3.1. Send member (s) to the indicated class.

1.3.3.2. Schedule member (s) for another class while avoiding promotion delay.

1.3.3.3. Provide written (memorandum or email) explanation of why member cannot attend. With the large population of SrA requiring ALS, we must make full use of every ALS seat. Close cooperation and communication between units and ALS registrars are critical to insuring no seats go unfilled. Unit requested actions regarding their members will not be acted upon until written documentation is received. All deferrals are forwarded to wing headquarters for review.

1.3.3.3.1. These individuals will remain in the ALS eligibles database until attendance or separation from the USAF. Units should inform the ALS, as soon as reasonably possible, of any change in a member’s eligibility status.

1.3.4. Class rosters are considered “frozen” 10 calendar days prior to class start. Members are now considered students and must attend the selected class.

1.3.5. Removal of student (s) from class roster during frozen period requires group commander approval. **NOTE:** Members scheduled to attend ALS will be weighed/measured for body fat not earlier than 30 calendar days and not later than 10 calendar days prior to class start date.

### 1.4. Retainability:

1.4.1. An airman will not be deferred from selection to attend ALS because they initially lack retainability for the course. Eligibles will be selected IAW scheduling priorities and given the opportunity to obtain retainability **before** class start date.

## 2. Scheduling procedures after release of Staff Sergeant (SSgt) promotion results:

2.1. ALS Registrar queries Personnel Concept III (PC III) system for a list of SSgt Selects (who have not attended ALS) within one duty day of promotion release and calculates how many SSgt Selects require ALS. **NOTE:** For planning purposes, units should notify all SrA who have a promotion line number of 1 – 4000 to be prepared to attend the next ALS class after promotion results are announced.

2.2. SrA with promotion line numbers (SSgt selects) will be scheduled for ALS prioritized by lowest to highest promotion line numbers. Remaining class rosters are developed based on lowest line numbers attending first.

### **3. Scheduling Airmen PCSing to locations without an ALS:**

3.1. Whether through routine queries into PC III, or when notified by the unit, an eligible airman is identified to have an assignment to a location without an ALS, both the unit and ALS will coordinate earliest possible attendance. SrA **WILL NOT** PCS to these locations without having completed ALS.

### **4. Scheduling ALL OTHER ELIGIBLES:**

4.1. ALS Registrar queries PC III for eligible SrA not less than twice monthly for losses, gains and changes in status.

4.2. SrA will be scheduled for ALS prioritized by Date of Rank then Total Active Federal Military Service Date.

### **5. Procedures for 349th Air Mobility Wing members:**

5.1. The 349th Air Mobility Wing will receive a minimum of four seats per class as long as airmen meet ETCA criteria. Names must be provided not later than 10 days prior to class start.

JACK F. PETERS, Col, USAF  
Director, Wing Staff

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2301; *Professional Military Education*

AFI 40-502; *The Weight and Body Fat Management Program*

USAF EPME *Procedural Guidance*

*College for Enlisted Professional Military Education Policies, Procedures and Guidelines*

*AMC Airman Leadership School Policies, Procedures and Guidelines*